Overview
This business process guide demonstrates how to generate and print the TA or GA contracts in a batch process. Use this process if you want to print multiple contracts for different individuals in a single batch.

Note: The contracts must exist in the system before you can run this process.

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Generate and Print the Teaching Associate Contracts Using the Batch Process

The contract data that exists in the system for the teaching associate will appear on the **Contract Appointment** letter/**Terms and Conditions** page. This section demonstrates how to generate and print the teaching associate contracts using the batch process.

*Note: You can run the TA batch contracts only for those TAs who have the same Supervisor.*

**Log in to SJSU@Work**

1. From the **Main Menu**, navigate to **SJSU Human Resources > Workforce Administration**.

2. Click **Batch Contracts for TA**.

   ![The Batch Process for TA Contracts search page displays.](image)

3. Click the **Search** button.
The Batch Process for TA Contracts search results display.

4. Select a Run Control ID by clicking the appropriate hyperlink.

## Batch Process for TA Contracts
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**  **Add a New Value**

**Search by:** Run Control ID begins with

[Case Sensitive]

[Search]  [Advanced Search]

### Search Results

<table>
<thead>
<tr>
<th>Run Control ID</th>
<th>Language Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>English</td>
</tr>
<tr>
<td>BatchContractsTA</td>
<td>English</td>
</tr>
<tr>
<td>BatchContractsTempFed</td>
<td>English</td>
</tr>
<tr>
<td>ExpenseAdjustment</td>
<td>English</td>
</tr>
<tr>
<td>RUNTIMESHEET</td>
<td>English</td>
</tr>
<tr>
<td>SYNAFTES</td>
<td>English</td>
</tr>
<tr>
<td>SJUTimeAcomRep</td>
<td>English</td>
</tr>
</tbody>
</table>
The TF Batch Contract page displays.

5. **Term**: Use the lookup button to search the appropriate term.

6. **Due Date**: (Optional.) Enter due date.

7. **Dean's Name**: Enter your Dean's name.

8. Enter criteria to run by either EmplIDs or Dept:

   - **EmplID**: Enter the employee ID of the individuals for whom you want to run the contracts. Click the Add [+ ] button to insert additional EmplIDs, if needed.
   - **Dept**: Enter your department ID.

   *Note: If you run the batch process by DeptID, it will only print the new or unprinted contracts for that department. The process will not pickup any contracts that have been printed in the past. If you want to print any contracts that have been printed in the past, run the Batch process by EmplID.*

9. Click the **Run** button.
10. Verify the settings if you are running this for the first time. Otherwise, the settings remain:

- **Server Name**: PSUNX
- **Type**: Web
- **Format**: PDF

11. Click the **OK** button.

12. Click the **Process Monitor** hyperlink.
13. Wait at least 15 seconds, and then click the **Refresh** button.

14. Continue waiting and then clicking the Refresh button until Run Status changes to **Success** and Distribution Status changes to **Posted**.

15. Click the **Details** link.

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**The Process List page displays.**

### Process List

<table>
<thead>
<tr>
<th>Instance</th>
<th>Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>219638</td>
<td>SQR Report</td>
<td>SJTF001</td>
<td>TMISTRY</td>
<td>01/10/2007 11:46:23AM PST</td>
<td>Success</td>
<td>Posted</td>
<td></td>
</tr>
<tr>
<td>219637</td>
<td>SQR Report</td>
<td>SJTF001</td>
<td>TMISTRY</td>
<td>01/10/2007 11:44:27AM PST</td>
<td>Success</td>
<td>Posted</td>
<td></td>
</tr>
<tr>
<td>219636</td>
<td>SQR Report</td>
<td>SJTF001</td>
<td>TMISTRY</td>
<td>01/10/2007 11:40:32AM PST</td>
<td>Success</td>
<td>Posted</td>
<td></td>
</tr>
<tr>
<td>219635</td>
<td>SQR Report</td>
<td>SJTF001</td>
<td>TMISTRY</td>
<td>01/10/2007 11:27:03AM PST</td>
<td>Success</td>
<td>Posted</td>
<td></td>
</tr>
<tr>
<td>219634</td>
<td>SQR Report</td>
<td>SJTF002</td>
<td>TMISTRY</td>
<td>01/10/2007 10:55:19AM PST</td>
<td>Success</td>
<td>Posted</td>
<td></td>
</tr>
</tbody>
</table>

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**The Process Detail page displays.**

### Process Detail

**Process**

- **Instance:** 219638
- **Type:** SQR Report
- **Name:** SJTF001
- **Description:** GA/TA Batch Contracts

**Run**

- **Run Control ID:** BatchContractsTA
- **Location:** Server
- **Server:** PSUNIX

**Date/Time**

- **Request Created On:** 01/10/2007 11:46:25AM PST
- **Run Anytime After:** 01/10/2007 11:46:23AM PST
- **Began Process At:** 01/10/2007 11:46:38AM PST
- **Ended Process At:** 01/10/2007 11:46:51AM PST

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**Update Process**

- **Actions:**
  - Hold Request
  - Queue Request
  - Cancel Request
  - Delete Request
  - Restart Request

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**View Log/Trace**
The View Log/Trace page displays.

17. Click the PDF hyperlink.

The Statement of Terms and Conditions of Employment PDF document displays.

18. Verify the data to make sure that it generated contracts for all the EmplIDs you entered in the criteria, or if you ran the process by DeptID, it generated the contracts for all TAs for that department with the same supervisor.
Generate and Print the Graduate Assistant Contracts Using the Batch Process

The contract data that exists in the system for the graduate assistant will appear on the Contract Appointment letter/Terms and Conditions page. This section demonstrates how to generate and print the graduate assistant contracts using the batch process.

*Note: You can run the GA batch contracts only for those GAs who have the same Supervisor.*

The Workforce Administration page displays.

1. From the Main Menu, navigate to SJSU Human Resources > Workforce Administration.
2. Click Batch Contracts for GA.

The Batch Process for GA Contracts search page displays.

3. Click the Search button.

**Batch Process for GA Contracts**
Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

**Search by:** Run Control ID begins with

- **Case Sensitive**

**Search**

Advanced Search

Find an Existing Value | Add a New Value
The Batch Process for GA Contracts search results display.

4. Select a Run Control ID by clicking the appropriate hyperlink.
The GA Batch Contract page displays.

5. **Term**: Use the lookup button to search the appropriate term.

6. **Due Date**: (optional.) Enter due date.

7. **Dean’s Name**: Enter your Dean’s name.

8. Enter criteria to run by either EmplIDs or Dept:

   - **EmplID**: Enter the employee ID of the individuals for whom you want to run the contracts. Click the Add [+] button to insert additional EmplIDs, if needed.
   - **Dept**: Enter your department ID.

   *Note: If you run the batch process by DeptID, it will only print the new or unprinted contracts for that department. The process will not pickup any contracts that have been printed in the past. If you want to print any contracts that have been printed in the past, run the Batch process by EmplID.*

9. Click the Run button.
The Process Scheduler Request page displays.

10. Verify settings if you are running this for the first time. Otherwise, the settings remain:
   - **Server Name**: PSUNX
   - **Type**: Web
   - **Format**: PDF

11. Click the **OK** button.

The GA Batch Contract page displays.

12. Click the **Process Monitor** hyperlink.
The Process List page displays.

13. Wait at least 15 seconds, and then click the Refresh button.

14. Continue waiting and then clicking the Refresh button until Run Status changes to Success and Distribution Status changes to Posted.

15. Click the Details link.

The Process Detail page displays.

16. Click the View Log/Trace hyperlink.
17. Click the PDF hyperlink.

The View Log/Trace page displays.

18. Verify the data to make sure that it generated all the new contracts for the GAs of that department with the same supervisor.

The Statement of Terms and Conditions of Employment page displays.

Angeline Jolie